

# ADMINISTRATOR CERTIFICATION SECTION (ACS) ADVISORY COMMITTEE OVERVIEW

## Statement of Purpose

The ACS Advisory Committee is established to provide a framework for collaboration and communication among administrators, vendors, stakeholders, and the California Department of Social Services Community Care Licensing Division, Technical Assistance and Policy Branch, Administrator Certification Section on matters related to:

- Strengthening ACS relationships with vendors, administrators, and stakeholders
- Improving resources and tools necessary to support vendors and administrators;
- Identifying strengths, weaknesses, opportunities, and threats that impact the ACS vendor and administrator partnership;
- Identifying and addressing trends impacting the community care field; and
- Sharing best practices that are occurring and advancing the vendor industry or highlighting administrators who are pioneering innovative and creative ways of supervising and meeting the needs of those in care.

## Composition/Guidelines

The ACS Advisory Committee shall be comprised of and follow the below identified basic guidelines:

- Comprised of up to 20 members, representative of Vendors, Administrators, Advocates, State Departments, Legal Support and others determined necessary to meet the purpose of the Committee. ACS representatives may participate in meetings but will not count for membership purposes.
- Following selection of original members, individuals or organizations interested in membership shall contact the ACS Manager for nomination protocols. The ACS Manager has the discretion to determine membership on the committee.
- Members shall serve based on the needs of the ACS, there is no prescribed terms of service.

## Meetings

- The Advisory Committee will meet on an ad hoc basis with advance notice to all committee members. For the convenience of members, all meetings will offer conference calling options. Unless otherwise noted on meeting invitation, all meetings will be held at the Department of Social Services, ACS office, 744 P Street, Sacramento, CA 95814.
- Members are strongly encouraged to participate in meetings, either in-person or via conference call. Unavailability or unwillingness to attend meetings may result in removal of members from the committee.

- All committee members are expected to behave and communicate in a professional and respectful manner in order to facilitate constructive collaboration.

**Organizational Location/Contact**

- ACS staff shall provide support to the Advisory Committee. The ACS is located at 744 P Street, MS 9-14-47 Sacramento, CA 95814. All correspondence shall be directed to this address. The ACS Main Phone Line is (916) 653-9300. All telephone contact shall be directed to this phone line.